NYC Department of City Planning’s
Brooklyn Office Summer College Intern

Internship Program

The Department of City Planning (DCP) is excited to announce the 2019 Paid Summer Internship Program! DCP’s Summer Internship Program aims to introduce its mission to both undergraduate and graduate interns and strives to integrate interns into the agency’s work program by fostering on-the-job training and career exploration. Our program includes orientation, presentations from subject matter experts and site visits to exciting projects across the five boroughs.

Program Duration: June 3rd thru August 9th, 2019
Civil Service Title: Summer College Intern
Hourly Rate: $17.50
Job ID: 390280
Application Deadline: Thursday April 25, 2019

Minimum Requirements:
As of June 2019, the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term 2019). NOTE: Appointment to this title/role is only valid for the duration of the internship program, June 3 – August 9, 2019. Preference will be given to candidates who can commit to the full duration (10 weeks) of the program.

About DCP

DCP has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, while promoting strategic growth, transit-oriented development, sustainable communities and high-quality open space and waterfronts. Our aim is to enhance quality of life in the city, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide.
**About the Brooklyn Office**

DCP’s Brooklyn Office consists of a dedicated team of professional city planners and urban designers who work on a wide variety of projects and studies in the largest, and one of the most dynamic boroughs of New York City. The borough includes a wide variety of land uses, from historic brownstone neighborhoods, skyscrapers, public housing developments, new technology companies and industrial districts to swaths of one- and two-family homes and beautiful parks. Brooklyn’s 2.5 million residents are equally diverse and include almost a million immigrants who hail from the Caribbean, Central America, Asia and Europe. These new New Yorkers and current Brooklynites enliven and enrich Brooklyn’s numerous neighborhoods and contribute to the borough’s teeming vitality and renewed growth and point to the need for more housing, especially affordable housing, economic development and quality complete neighborhoods.

The Department of City Planning’s Brooklyn Office’s very active work program reflects this renewed growth and the Mayor’s mandate to plan for the needs of all New Yorkers. The Brooklyn Office is working with communities to identify opportunity areas and plan for growth to facilitate the Mayor’s Housing New York plan, as well as the New York Works plan to foster economic development. The Office also coordinates the review of numerous private and publicly-sponsored requests for changes in zoning and land use that require the Department’s review and application of public policies.

Thus, planners and urban designers in the Brooklyn Office work on a wide range of land use planning, zoning, urban design, and transportation issues in communities across the borough. Borough office planners are the local experts on their communities and provide essential knowledge to policy makers and elected officials. The Brooklyn Office is looking for motivated and enthusiastic interns to assist in our work program by handling independent projects and supporting larger initiatives.

**Brooklyn Office Urban Planning Internship**

The internship is open to undergraduate or graduate students seeking practical experience in the field of urban planning. The intern will work directly with staff on a range of projects that will introduce them to urban planning, Brooklyn neighborhoods, and the department’s role in New York City’s zoning and land use process.

Under supervision, with latitude for independent judgment, the Urban Planning Intern may:

- Provide technical assistance to support demographic, socioeconomic, resiliency, industrial, and/or housing research
- Work on one or more neighborhood, resiliency, or industrial planning studies and be involved in meeting with private applicants going through the ULURP process
- Assist in preparing reports, maps, and other graphic materials
- Assist in field work, community outreach, and/or coordination of public meetings
- Attend meetings with other DCP divisions and City agencies

**Preferred Skills:**

- Enthusiasm about planning and design issues in New York City and the desire to learn how policy and regulations shape the city
- Strong research and analytic skills
- Proficiency with Arc GIS and spatial analysis
- Proficiency with Adobe Creative Suite
- Basic understanding of zoning
- Strong graphic design and layout skills
- Excellent written and verbal skills
- Motivated self-starter and ability to work independently

**TO APPLY:**

**PLEASE NOTE:** All applications will require you to create a user profile or log into an existing account with the New York City Application System (NYCAPS).

**Step 1:** Apply to this internship (Job ID: 390280) via NYCAPS. There are two options to access this posting in order to submit your application.

*Option 1:* Apply to this posting directly by clicking [here](https://a127-jobs.nyc.gov/index_new.html?agency=030). Submit your application through NYCAPS. Applicants will receive a system notification when completed applications have been submitted.

*Option 2:* Access this opportunity from the New York City careers website: [https://a127-jobs.nyc.gov/index_new.html?agency=030](https://a127-jobs.nyc.gov/index_new.html?agency=030) and select Job ID: 390280. Click on “Apply Now” at the bottom of the posting.

**Step 2:** Contact the DCP Recruitment team at DCPRecruit@planning.nyc.gov if you have any questions about our 2019 Summer Internship Program or your application.

*Prospective candidates are encouraged to apply to multiple internships. Available Summer 2019 Internships can be found on DCP’s career page under “Internships Opportunities” at:* [https://www1.nyc.gov/site/planning/about/employment-opportunities.page](https://www1.nyc.gov/site/planning/about/employment-opportunities.page)

**Please note:** Authorization to work in the United States is required for this position and Visa sponsorships are not available for this position.

The Department of City Planning is an Equal Opportunity Employer and a copy of the Equal Opportunity Program is available in the Human Capital Division. The Department makes available accommodations for disable applicants.